



# CONSTITUTION AND BYLAWS OF THE WISCONSIN SCHOOL SAFETY COORDINATORS ASSOCIATION, INC.

## CONSTITUTION

### **ARTICLE I: Name**

Section 1. The name of the organization shall be: Wisconsin School Safety Coordinators Association, Inc. Hereafter, referred to in this document as the Association.

### **ARTICLE II: Purpose**

Section 1. The Association, a non-stock (nonprofit) corporation, shall serve as a coordinating unit for those with interest and/or responsibility for all phases of school safety for the purpose of:

A. Improving the existing programs and promoting new programs of safety education in cooperation with public and/or private agencies. The Corporation is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

B. Conducting or co-sponsoring meetings of the Association. These shall include (1) an Annual Conference designated as the official Annual Meeting; (2) workshops, round tables and conferences at a time designated by the Board of Directors, and; (3) the Board of Directors may plan such other meetings as are deemed advisable.

C. Acquiring and disseminating accurate information concerning school safety.

D. Incorporating other specific purposes, which may, from time to time, as necessary and proper.

### **ARTICLE III: Membership**

Section 1. No individual will be denied admission to, participation in, the benefits of, or be discriminated against in any service, program activity, or facility associated with the Wisconsin School Safety Coordinators Association because of the individual's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

Section 2. Membership in the Association:

A. Member: School personnel who are responsible for a broad program of school safety and any other persons interested in the field of safety and safety education. It shall be the policy of the Association to encourage district memberships.

B. Student Membership: Students interested in school safety.

C. Retirement Membership: Active members of the Association for ten years who retire and wish to maintain their interest in school safety.

D. District Membership: Schools and/or school districts wishing to support the purposes of the Association and be eligible for all rights and privileges that are accorded members of the Association.

E. Corporate Membership: An individual from a business or industry wishing to support the purposes of the Association and be eligible for all of the rights and privileges that are accorded members of the Association. Corporate Membership shall be at least twice the school membership rate.

Section 3. A membership becomes active upon payment of the appropriate dues.

### **ARTICLE IV: Officers and Board of Directors**

Section 1. The officers of the Association shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and Past President. Officers of the Association shall be limited to one term in each office. A term is defined as one year.

Section 2. The 1<sup>st</sup> Vice President shall succeed the President.

- Section 3. The 2<sup>nd</sup> Vice President shall be a Board Member who has completed at least one year as a Board Member. The 2<sup>nd</sup> Vice President shall be elected by the membership at the annual meeting. The 2<sup>nd</sup> Vice President shall succeed the 1<sup>st</sup> Vice President. If there is more than one Board Member running for 2<sup>nd</sup> vice president, the non-elected Board Member, whose terms have not expired shall automatically retain seats as Board Members and do not stand for election.
- Section 4. There shall be eight Board Members. Board Member terms are for two consecutive years. A Board Member may be reelected two times for a total of six years. The President may then appoint an individual to any position for which s/he is qualified (i.e.: such as advisors). An individual may also be reelected as a Board Member after one year.
- Section 5. The Board of Directors will consist of the officers of the Association, Board Members, Executive Director, and Advisors. To be a member of the Board of Directors, an individual must have some official tie to an organization involved in schools and/or school safety, or be a practicing safety professional.
- Section 6. Each elected member, except advisors, shall have voting privileges at Board of Director meetings and other meetings of the Association, and must be present to exercise the privilege.
- Section 7. The Board of Directors shall conduct the business of the Association.
- Section 8. The President may establish committees that are deemed necessary to carry on the work of the Association or disband committees that have completed their assigned charge.
- Section 9. Any Board of Director member who misses three consecutive meetings or three meetings total during a term, unless cleared with the President, will be removed from the Board immediately and the Board of Directors shall appoint a replacement to fill the vacancy.
- Section 10. The established parliamentary procedure of **Roberts' Rules of Order** shall guide the Board of Directors in carrying out their duties.

## **ARTICLE V: Amendments**

- Section 1. Any member may propose an amendment to the Constitution. Proposed amendments shall be submitted in writing to the Past President and Constitution Committee. The Past President shall present all such proposals to the Board of Directors for action. The proposed amendment shall be submitted to the vote of the members or sitting Board Members.
- Section 2. Adoption of proposed amendments shall be accomplished by:

- A. An affirmative two-thirds vote of the members present and voting at the Annual Meeting of the Association, or:
- B. An approval by two-thirds of the ballots cast in a mail or electronic (e-mail) vote.
- C. An affirmative two-thirds vote of the members or sitting Board Members.

# **BYLAWS**

## **ARTICLE I: Membership**

- Section 1. The fiscal year of the Association shall be for 12 months. Membership dues paid any time during the fiscal year shall validate membership in the Association for a 12-month period from month of payment for new members or from date of expiration/renewal for current members
- Section 2. The Board of Directors shall establish the annual dues for all classes of membership.
- Section 3. Retirement membership shall be recommended to the Board of Directors for approval. Retirement memberships shall be at no cost.

## **ARTICLE II: Elections**

- Section 1. Elections shall be held at the annual meeting for the 2<sup>nd</sup> Vice President and for Board Members whose terms of office expire.
- Section 2. The Board of Directors shall be maintained at eight members. The appropriate number of elections shall be conducted at the Annual Meeting to maintain eight Board Members.
- Section 3. Elections shall be conducted from a slate of candidates prepared by the Past President and from nominations submitted from the floor at the Annual Meeting.
- Section 4. Election to office shall be by a majority vote of the members of the Association present and voting at the Annual Meeting.
- Section 5. In the event that there are any ties during the election process, the names of those that are tied for the specific position(s) will be put in a hat and one name will be drawn. The Past President will select the name from the hat and oversee the tie breaker process. The tie breaker process will be witnessed by at least two (2) other WSSCA members. If the Past President is not available for this duty, either the current President or 1<sup>st</sup> Vice President will conduct the tie breaker.
- Section 6. Those elected shall assume office at the close of the Annual Meeting.

## **ARTICLE III: Duties**

Section 1. The President's (or designee) suggested duties may include but are not limited to:

- A. To act as chairperson of all meetings of the Association and the Board of Directors meetings. Schedule five (5) board meetings annually to address the needs of the organization and the President may call special meetings of the board.
- B. To appoint such committees as may be necessary.
- C. To conduct business, not otherwise provided for, that may arise between meetings of the Board of Directors by working with the Executive Committee. If there is a need, the President may seek support for intended action by conducting an electronic (e-mail) vote of the Board of Directors.
- D. To approve all expenses of the Association to be paid by the Executive Director.
- E. To appoint, with the Board of Directors approval and receipt of appropriate dues, individuals to fill administrative positions that the Board of Directors determines are necessary to carry out the everyday business of the Association.
- F. To appoint advisory representatives, upon receipt of appropriate dues, from organizations or associations, who because of their purpose and endeavors in the field of safety, can contribute substantially to the services and purposes of the Association. No more than one person from any discipline shall be appointed as an advisor unless pre-approved by the President.
- G. To appoint members to each of the standing committees. Each standing committee may include at least one non-Board Member appointed by the President upon recommendation of the committee.
- H. And such others as normally befall the office.

Section 2. The 1<sup>st</sup> Vice President duties may include but are not limited to:

- A. To learn the office and functions of the President.
- B. To act for the President in his/her absence, and in case of the death or resignation of the President, to succeed the President for the unexpired term.
- C. To maintain contact with committee chairs assuring committee assignment completion.

D. And such others as normally befall the office.

Section 3. The 2<sup>nd</sup> Vice President's duties may include but are not limited to:

A. To act as Chairperson for the finance committee.

B. To oversee the planning of the conference/expo in concert with the Professional Development Committee.

C. To oversee the planning of the annual conference in concert with the Professional Development Committee

D. And such others as normally befall the office.

Section 4. The Past President's duties may include but are not limited to:

A. To function as a consultant in planning of Association programs.

B. To prepare a slate of candidates for the positions of Board Member.

C. To prepare a slate of candidates for the office of 2<sup>nd</sup> Vice President.

D. To provide for recognition of Board of Director members whose appointments have expired.

E. To maintain and update the Constitution and Bylaws in concert with the Constitution Committee and present suggested changes to the membership to be voted on at the Annual Meeting.

F. To conduct if necessary, the tie breaker process during the elections.

G. And such other duties as are assigned by the President.

Section 5. The Executive Director's duties may include but are not limited to:

A. To provide leadership in School Safety by:

1. Assisting the Board of Directors in defining, implementing and evaluating the Annual Objectives of the Association

2. Working with the Association Committees in defining and implementing the Association programs and objectives

3. Assisting in the initiation and implementation of the Association in-service programs

4. Researching and providing (school) safety related information to membership
  5. Soliciting membership in the Association
  6. Recommending policy and procedure changes to the Board of Directors
  7. Establishing appropriate liaison and communications with:
    - a. The President, Officers, and Directors of the Association
    - b. The Association membership
    - c. The Association Committees
    - d. Applicable state agencies
    - e. State school affiliated organizations
    - f. State and national legislative bodies or departments
    - g. Regional, state, and national educational interest groups
- B. To direct and administer the Association affairs in a manner that:
1. Keeping the Board of Directors informed of all matters related to its functions
  2. Assisting the President in the preparation of agendas for the annual business meeting and regular Board of Director meetings
  3. Preparing the Association Newsletter
  4. Providing Association related services to the membership
  5. Maintaining an office with proper files and records
  6. Attending all Board meetings
  7. Preparing and assists in the preparation of special reports
- C. To oversee the financial status of the organization by:
1. Serving as custodian of the funds of the Association
  2. Collecting membership dues and pay all obligations contracted by the Association, keeping record of all expenditures, receipts, and authorization for them
  3. Mailing, or making arrangements for mailing, Association publications or documents to members
  4. Keeping an up-to-date list of all members and their mailing addresses
  5. Providing accounting and financial reporting services required by the Association
  6. Providing assistance with the annual financial transaction review.
- D. To perform the following functions:
1. To attend all Board of Directors meetings and the Annual Conference/Expo.
  2. To coordinate the planning for the Annual Conference and appropriate work shop with the appropriate committees.
  3. To coordinate Conference/Expo and Work Shops information for the Newsletter with the appropriate committee(s).

4. To work with site coordinators to schedule the locations for hotel for the Annual Conference/Expo and Work Shops.
5. To create promotional material for the Annual Conference/Expo and Work Shops.
6. To evaluate the Annual Conference/Expo and report to the Board of Directors with recommendations for improvements and changes.
7. To make room, meal, and other arrangements at the Annual Conference/Expo and Work Shops and other Board of Directors meetings.

E. And such other duties as assigned by the Board of Directors.

F. To see that the proceedings of all meetings are published in the official publication of the Association.

G. To make available for inspection at Board of Directors meetings and at Annual Meetings past records of proceedings.

H. To handle official correspondence of the Association.

I. To schedule the location of Board of Directors meetings other than at the Annual Conference/Expo.

Section 6. The Secretary's duties may include but are not limited to:

A. To record the attendance of all members at regular and special meetings and report the same in the minutes of the meetings.

B. To record the proceedings of all meetings of the Association and of the Board of Directors meetings.

Section 7. The Advisor's suggested duties may include but are not limited to:

A. To inform the Association of safety activities from the organization they represent.

B. To make objective comments and evaluations regarding topics presented at Association meetings to ensure a balanced perspective.

C. To suggest safety activities for the Association to become involved with.

D. To serve as a resource for the program at the Annual Conference.

E. And such other duties as are assigned by the President.

Section 8. The Board of Directors' duties may include but are not limited to:

- A. To determine plans and policies for the Association.
- B. To act upon such matters as may require immediate disposition.
- C. To promote needed legislation.
- D. To appoint persons to fill unexpired terms of office, which have become vacant.
- E. To encourage interested groups to contribute to the effectiveness of school safety programs.
- F. To hold an Annual Conference/Expo.
- G. To assume the responsibility for marketing the Association.
- H. And such other functions as may be designed by the President.

#### **ARTICLE IV: Meetings**

- Section 1. The Annual Business meeting of the Association shall be the Annual Conference/Expo, held at a time to be selected by the Board of Directors.
- Section 2. Each member shall have one vote in the affairs of the Association unless otherwise stated in this article.
- Section 3. Student members and Advisors may participate in all affairs of the Association, but shall not have voting privileges.

#### **ARTICLE V: Committees**

- Section 1. There will be standing committees arranged to carry out the purpose and mission of the organization as assigned by the President. They may include: (1) Communications; (2) Awards; (3) Professional Development; (4) Historical/Constitution; (5) Finance/Membership; (6) Executive; and (7) Certification or a combination thereof as determined by the President.
- Section 2. Each committee will make an update/progress report at the Board of Directors assigned meetings.
- Section 3. The duties of each committee will be reviewed and updated by the Board of Directors.

- Section 4. Each committee may recommend to the President at least one non-Board of Director member to join the committee. The individual selected should be based on the nature of the project(s) to be completed by the committee.
- Section 5. The duties of Communications/Membership Committee may include but are not limited to:
- A. Review the contents of the Handbook annually.
  - B. Annually review associated literature in books, brochures, handouts, etc.
  - C. Circulate and solicit input among the leadership and members of the Association as to Handbook needs.
  - D. Revise the Handbook every two years, including the New Board Members Handbook.
  - E. Oversee the Association website.
  - F. Oversee Newsletter publication.
  - G. Provide each new BOD member an updated Section 8 of the Association BOD Handbook.
  - H. Focus on new membership and membership development.
- Section 6. The duties of the Awards Committee may include but are not limited to:
- A. Design a format for collecting data from the membership to determine eligibility for awards.
  - B. Collect information from each regional Conference/Expo and Work Shops site to recommend to the Board of directors for approval.
  - C. Establish a method of selecting members for awards given by the Association.
- Section 7. The duties of the Professional Development Committee may include but are not limited to:
- A. Determine locations, sites, and dates of the Conference/Expo and Work Shops.
  - B. Determine topics and obtain presenters for the Conference/Expo and Work Shops.
  - C. Forward Conference/Expo and Work Shops Information to Newsletter Editor for publication in the Newsletter.

D. Work in concert with the 2<sup>nd</sup> Vice President and Executive Director to plan the Annual Conference/Expo and Work Shops.

E. Determine topics and obtain presenters for the Annual Conference/Expo.

F. Forward Annual Conference/Expo and Work Shops information to Executive Director for publication in the Newsletter.

Section 8. The duties of the Historical/Constitution Committee may include but are not limited to:

A. Work in concert with the Past President to maintain and update the Constitution and Bylaws and present changes to the membership to be voted on at the Annual Meeting.

A. Annually review the constitution to ensure it is consistent with the intended operation of the Association.

C. Update Section 8 (Historical Section) of the Association BOD Handbook annually.

Section 9. The duties of the Finance/ Membership Committee may include but are not limited to:

A. Annually review methods of funding the Association.

B. Solicit and suggest strategic planning methods for the Association.

C. Annually review dues and fees charged for the operation and promotion of the Association.

D. To conduct a financial transaction review at the end of the fiscal year with a report at the Annual Meeting.

E. To make an annual report to the Association.

F. Develop and coordinate mentor breakfast.

Section 10. The duties of the Executive Committee may include but are not limited to:

A. To assist the President in conducting business of the Association, not otherwise provided for, between meetings of the Board of Directors.

B. The President shall consult with as many members as is reasonably possible in carrying out business as described in item A. of this section.

C. Evaluate the performance of the Executive Director and report to the Board of Directors.

D. Serve as a mentor for new Board Members and conduct appropriate training so new Board Members will understand their role and function on the Board of Directors.

Section 11. The duties of the Certification Committee may include but are not limited to:

A. To oversee the School Safety and Security Coordinator Certification program.

B. To review the curriculum on an annual basis and evaluate syllabus for current needs of membership.

C. Assign instructors for each module and coordinate location and frequency of modules to allow for timely membership certification.

D. Develop system for tracking membership certification and continuing education requirements for on-going certification.

E. To obtain endorsement for the certification program from related regulatory and guidance agencies.

## **ARTICLE VI: Expenses**

Section 1. The Board of Directors shall determine the amount of money to be budgeted each year for necessary operational expenditures.

Section 2. The Association shall endeavor to pay the necessary expenses of travel, room and board, not to exceed IRS rates, which are otherwise not reimbursable, for any officer and Board of Directors' member attending a Board of Director meeting.

## **ARTICLE VII: Amendments**

Section 1. Adoption of proposed amendments shall be accomplished by :

A. An affirmative two-thirds vote of the members present and voting at the Annual Meeting of the Association, or:

B. An approval by two-thirds of the ballots cast in an electronic mail (email) vote at any time deemed necessary by the President or an affirmative two-thirds vote of the Board Members.

## **ARTICLE VIII: Dissolution Procedure**

Section 1. Upon dissolution of the Corporation the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes for the Corporation in such a manner, or to such organization or organizations organized and operated exclusively for the charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 ( c ) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Section 2. Section 1. of this article is irrevocable.

## **HISTORY:**

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